



CITY OF LODI COUNCIL COMMUNICATION

AGENDA TITLE: Accept Water Meter Program Privately-Contracted Meter Installation Guide

MEETING DATE: December 16, 2009

PREPARED BY: Public Works Director

RECOMMENDED ACTION: Accept Water Meter Program Privately-Contracted Meter Installation Guide.

BACKGROUND INFORMATION: Assembly Bill 2572, adopted in 2004, requires water meters for all connections to be installed by 2026. Over the course of the past four years, City Council has taken several actions and received considerable information regarding the installation of water meters throughout the community and the implementation of usage-based water rates. At this time, staff is requesting that City Council accept the Water Meter Program Privately-Contracted Meter Installation Guide (Guide) in order to activate the self-installation period.

At the May 2, 2007 City Council meeting, the Water Meter Retrofit Policy was adopted. The primary objectives of the Water Meter Retrofit Policy were to accelerate the installation of residential water meters and shorten the time period during which customers would be paying for water on a flat rate versus a usage basis. The first phase of the program is the self-installation period as represented in the program schedule below.

Self-Installation Period	January – December 2010
Install Pre-Paid Meters	Completed except for 624
Install All Meters	By December 2013
Adopt Advisory Water Rates	December 2009
Adopt Final Water Rates	December 2010
Issue Usage-Based Water Bills	January 2011 – 2,900 customers
	January 2012 – 6,900 customers
	January 2013 – 9,800 customers
	January 2014 – 16,300 completed

The Guide (Exhibit A) establishes the procedures and requirements for property owners to follow if they choose to accelerate the installation of their water meters. Requirements presented in the Guide are almost identical to the requirements to be placed on the contractor(s) that will install meters during the 2011 – 2013 period under a City contract. An important exception is there are no prevailing wage requirements in the Guide. Staff does not represent that costs of installing a meter under the Guide provisions will be higher or lower than the price obtained through City bidding procedures. The pricing structure for installing more than 13,000 meters would be advantageous over single-installation pricing.

APPROVED:


Blair King, City Manager

A brief summary of the Guide's important elements is provided below.

1. A contractor licensed in the State of California is required.
2. Insurance and warranty bond (in the amount of the contract) is required.
3. Properties are ineligible if the existing service is in the backyard and the transmission main in the backyard is scheduled to be relocated to the fronting street.
4. A no-cost encroachment permit is required from Public Works and inspections will be provided at no cost.
5. A plumbing permit (estimated cost \$75) is required from the Building Division if there are any modifications to the service piping.
6. A ¾-inch water meter and electronic radio transmitter will be sold by the City at the Municipal Service Center at a price of approximately \$300.
7. A one-year warranty period is required that begins upon sign-off of the encroachment permit.

FISCAL IMPACT: Not applicable.

FUNDING AVAILABLE: Not applicable.



F. Wally Sandelin
Public Works Director

FWS/pmf
Attachment

Privately-Contracted Meter Installation Guide

In compliance with State of California policy and regulations and as directed by the Lodi City Council, this guide has been prepared to inform property owners within the City of Lodi (City) of the opportunity to arrange for their water meter to be installed by a qualified contractor of their choice. This optional method for meter installation is only available during 2010. If a property owner elects to participate in this optional self-contracting program, he or she will be taking on significant responsibilities and the cost for the work of installing a meter, including the cost of the meter, modifying a water service line and repairing damage caused by them or their contractor to any City-owned facilities and improvements. Those property owners who elect not to participate will have their water meter installed under a City public works contract that will be constructed by a City contractor beginning in 2011 and complete by the end of 2013.

The information provided in this guide is intended to assist property owners in making a decision whether to participate in the optional privately-contracted meter installation program and to disclose the responsibilities and costs that would be placed on property owners who do choose to participate. Note that all residential properties within the City limits are required to be metered under the City's residential water meter program.

1 Introduction to the City of Lodi Water Meter Program

The following is intended to provide some background and basic information for the residential Water Meter Program.

1.1 What is the Water Meter Program?

- The vast majority of water connections in the City are unmetered, and water customers are charged flat rates for water based on the number of bedrooms in the dwelling unit.
- City is embarking on a four year program (2010 through 2013) to install water meters for all unmetered residential water service connections in the City
- Program is concurrent with a capital improvement project that would relocate and upsize existing undersized water mains located in rear yard easements.

1.2 Why is the City implementing the Water Meter Program?

- In 2004, the State Legislature passed and the Governor signed into law Assembly Bill 2572 requiring metering of all water services by January 1, 2025. These requirements are contained in Water Code Section 527.
- Lodi City Council voted to accelerate compliance with State law in May 2007.
- Metering of water usage will help promote water conservation and will provide more equitable billing based on actual usage than the current flat rate water billing system.

1.3 How will the City implement the Water Meter Program?

- The program will be implemented over four years (2010 through 2014), during which time all residential water customers within the City will be converted from a flat rate water bill to usage based water bill.

- The City Council has determined that property owners who qualify will be given a one year opportunity to arrange for their own installation of water meters; this Privately-Contracted Meter Installation program will be in effect until the end of December 2010.
 - The details of eligibility to privately contract for water meter installation are provided later in this document (Section 3).
 - Not all residential properties are eligible.
 - Eligible property owners who elect to privately contract for meter installation will be required to hire a qualified contractor and obtain applicable permits from the City, and will bear the entire cost for installation and permitting directly. Further, eligible property owners who pursue this option will be responsible for any additional City costs to repair damage to City facilities and improvements caused the property owner's meter installation contractor.
- For those property owners who elect **not** to privately contract for their meter installation, the City will install your meter during the three year period from January 2011 to December of 2013.
 - Installations of new meters and, in some areas, new water mains, will be performed in approximately three phases, roughly one phase for each year of the Water Meter Program. The properties included in each phase have not yet been determined; however each property owner will be informed well in advance of construction.
 - Property owners who elect to have the City install their meter, or who are not eligible for privately contracted meter installation, will be billed by the City for the cost of meter installation. This cost will vary depending on the existing water service connection at a given property, as described in Section 4.
 - Under the City-Installed option, property owners would choose between a one-time payment in full or amortized payments over time at a low interest rate, which would be added to the monthly water bill or billed separately if the dwelling unit is not owner-occupied.

1.4 How much will it cost to have a Water Meter installed?

- The cost of meter installation will vary depending on whether you privately contract for your meter installation or have the City install your water meter for you. Refer to Section 4 for additional details. In either case, property owners are responsible for the cost of installing a new meter. Under the Privately Contracted Meter Installation option, property owners are also subject to City permit fees and potential City repair costs should there be any damage to or impacts on the City water system resulting from the privately contracted meter installation work.

1.5 Am I required to participate?

- Only the few properties that already have water meters are exempt (these properties have already paid the meter and installation cost). These properties typically include new homes and existing homes that have undergone significant improvements since 1992.
- All properties without water meters are required to have a meter installed, and to pay all applicable permitting and installation fees, to continue their water service.
- Participation is mandatory for all property owners. Tenants are not responsible for meter installation. Tenants will continue to receive notices regarding the project, however, to keep

tenants informed of construction progress. Tenants may want to discuss water meter costs with the property owners relative to leases or rental agreements.

1.6 How will this impact my water bill?

- Once meters are installed and meter reading begins, water bills will transition from a flat-rate to a usage-based pricing system. Because the new water bills will be usage based, each month's bill will vary, and the average bill for the year may be higher or lower than the current flat rate bill, depending upon water usage. Flat rate and usage based bill comparisons will be provided for a period of time prior to the transition to usage based water bills. All property owners will be billed based on water usage basis starting no later than December 2014.

1.7 How else might I be impacted by this project?

- Installation of new water mains and water meters by the City will require construction in City streets and at over 13,000 residential properties between March 2011 and November 2013. This construction will create some disturbances, though every effort will be made to minimize disruption to the community. The City will send future notifications to property owners and residents to keep you informed of our progress and to let you know when we anticipate construction activities in your neighborhood.
- During construction, it may be necessary to temporarily discontinue water service to some properties for short periods of time during meter installation and water main relocation. These outages typically can last from 4 to 6 hours. The City will send notifications to property owners and residents in advance of these disruptions to allow you to make appropriate arrangements for a short interruption in water service.
- In many cases, installation of a new water meter will require only minor construction in the front or rear yard of a property, with minimal disruption to existing landscaping. However, construction impacts may be greater if the existing water service line is relocated from the property's rear yard to its front yard when the rear yard water main is relocated, or if relocation of the service is required for some other reason. The City will contact property owners during the design for each construction phase to identify these cases and potential impacts to existing landscaping, walkways or driveways.

1.8 Who can I call if I have questions or concerns?

- Contact the Water Meter Program Administrator:
 - Mr. Tom Dugan, Program Administrator
 - Phone: (209) 333-6706
 - Hours: Normal business hours (M-F, 9:00 AM to 5:00 PM).
 - Email: pwdept@lodi.gov

2 Getting Started

The following presents the Privately Contracted Meter Installation program and requirements. Property owners should review this information carefully in considering whether to select this option for water meter installation.

2.1 Forms and Information

The following attachments to this Guide are provided to assist property owners in determining whether to pursue private contracting for meter installation.

- Encroachment Permit Application and General Provisions
- Building Permit Application
- Water Meter Installation Standard Details and Specifications
- Minimum Private Contract insurance Requirements
- City of Lodi Public Works Department Fee and Service Charge Schedule
- Warranty Security Letter of Credit Form

2.2 How to Identify Your Existing Water Service

Each property owner must identify the type of water service that serves their property. This is required to assess eligibility for the privately contracted meter installation option.

- The first step in determining whether to participate in this option is to make sure the property has not already paid for a water meter. The Program Administrator can assist with determining which properties are on record as having paid for a meter. If your property is one of these, then you do not need to participate and you will not be charged for a meter installation. Property owners may have receipts and records that can serve as proof of payment. Copies of these documents should be provided to the Program Administrator to reconcile with the City's records.
- Both your eligibility for Self Installation and your cost for the City-installed option are dependent of the type of existing water service at your property. Determining the type of connection requires finding an existing valve box (Rich Box) or meter box in the front or rear yard of your property.
- The majority of water connections are located in the front yard of a property. Start there when locating your service connection. Refer to Figure 1, which illustrates typical water service installations and their locations.
- If you cannot locate the connection in the front yard, it may be located in the rear yard of your property. Existing rear yard connections will be Rich Boxes. Refer to the descriptions and photos in Figure 1 above for help in identifying a Rich Box connection in your rear yard.
- If you cannot determine where your connection is located (front or rear yard) or what type of connection is currently installed, please contact the Program Administrator for assistance. Please, attempt to determine the type of meter connection you have before calling, as investigating this on your own will take only a few moments in most cases.

2.3 Deciding to Privately Contract for Meter Installation

- Not all properties are eligible for private contracting for meter installation. Refer to Section 3 for details.
- If your property is eligible, carefully consider the requirements and responsibilities outlined in Section 3, as property owners who elect to privately contract are agreeing to carry out the project in accordance with specific requirements and City codes and agree to accept financial risk should the work result in damage to City facilities, requiring City repairs. Should complications arise during construction, the cost to complete the project may exceed the cost to have the City install your meter for you.
- Should you elect to privately contract, please return the included *Notice of Intent to Privately Contract* to the Program Administrator and await confirmation as described in Section 3.



Figure 1 Identifying The Existing Water Service Connection

Program Administrator
Tom Dugan: (209) 333-6706
pwdept@lodi.gov

Locating your existing connection

Examine the exterior perimeter of the house for pipes penetrating the wall (3/4-inch to 1 ½-inch pipe). If identified, the service connections will normally extend perpendicular from the house to the sidewalk, backyard fence, or alley. Walk perpendicular from the house and examine the areas described to the right.

If electrical poles are present within backyard, this likely means there is a Public Utility Easement (PUE) within your backyard. The service connection would be located within that PUE.

Common problems with locating a water service connection:

- A box may have become buried
- A structure (shed, deck, planter, driveway) may have been constructed over the box
- The box top may have been broken, plugged or become misplaced
- A box may be covered by bushes or other plants and landscaping

Front Yard



Typically located behind the sidewalk, within 3-ft, on the property. May be located in driveways, walkways, landscaping or edge of street

Rear Yard



Typically located within 3-ft of property line (rear fence commonly defines the property line)

Some backyards may backup to an alley.

Side Yard/Alley



Typically located within 3-ft of property line (rear fence commonly defines the property line)

Some alleys may run along the side of a house which may be where meter boxes or Rich Boxes are located.



Can't find your connection?
Contact the Program Administrator for assistance.

Identifying the type of connection

Houses constructed pre-1979 will likely have a Rich Box connection located in backyard easements or alleys. Houses that have undergone significant renovations (remodels, pools) may have a meter box as a permit requirement.

Houses constructed post-1979 likely have a meter box, typically located in the front yard.

The City may have installed a meter box if the water service was recently repaired by City crews.

Meter Box



Approximate Dimensions:
36-inch by 22-inch
May be labeled:
"Water" or "Water Meter"

Rich Box



Approximate Dimensions:
5 ½ inch diameter
May be labeled:
"Water"

- Should you elect to have the City install your meter, you are not required to do anything at this time. The Program Administrator will contact you via notices and mailings in the future to determine your preference for payment (one time or monthly payments) and to update you on the schedule for the project.

3 Privately Contracting for Meter Installation

3.1 Determining Eligibility

- For those owners of eligible properties who elect to privately contract for their meter installation, the period for privately contracted meter installation will expire on December 31, 2010. All construction must be completed by the property owner's qualified contractor and inspected and accepted by the City by January, 2010.
- Eligibility can be determined using the following Flow Chart No. 1.
- If a property owner is in possession of a building permit that has required payment for City forces to install a meter at the property, the property owner is eligible to select the private contracting option as set forth herein. Your payment to the City would be refunded.
- If a property owner is in possession of a building permit that has required it to pay for City forces to install a meter at the property, the property owner can wait until the City installs the meter as part of the meter program. The property owner's payment for the meter would be refunded, but would later be charged for the meter installation as required under the Water Meter Program.
- Important notes:
 - Only property owners can elect to privately contract for water meter installation. Tenants are not responsible for water meter installation
 - Rear yard connections are potentially eligible for private contracting of meter installation. Only those water services connected to 6-inch and larger rear yard water mains are eligible. Those properties connected to smaller than 6-inch mains are not eligible for privately contracted meter installation because these water services will be relocated by the City to the front yard and connected to a new replacement water main to be constructed in the street. The undersized rear yard main will then be abandoned.

3.2 Privately Contracting for Meter Installation Process, Requirements and Responsibilities

- The process for applying for and performing the privately contracted meter installation is depicted in Flow Chart No. 2.
- Important notes:
 - Upon deciding to privately contract for meter installation, the property owner must complete, sign and return the *Notice of Intent to Privately Contract* postcard included at the end of this guide to the Program Administrator.
 - Owners of eligible properties must return this notice no later than December 1, 2010 to allow adequate time for verifying eligibility and the permitting and meter installation process. The City also intends to assign meter inspection times to avoid a logjam of meter installations at the end of the year.
 - A condition assessment of the property's water service will be scheduled by the Program Administrator after receiving the *Notice of Intent to Privately Contract*. The condition assessment will verify that the water service meets the eligibility criteria and that the

City of Lodi Water Meter Program

Privately Contracted Meter Installation Guide

work can be performed with low risk of contamination of the City's potable water distribution system.

- Do not proceed with privately contracting for your meter installation until you have received confirmation from the Program Administrator that you are eligible.
- By electing to privately contract for meter installation, property owners are agreeing to fulfill many important requirements and responsibilities.
 - An Encroachment Permit must be obtained prior to or upon purchasing the water meter at the Municipal Services Center. A separate building permit may also be needed.
 - The property owner is responsible for finding and hiring a licensed, bonded and insured contractor to perform this work.
 - Required California contractor's license shall be Class C36 or better
 - Bonds are required at the value of the construction contract
 - Insurance requirements (\$1,000,000)
 - For additional information on licensed contractors in the State of California, contact the Contractors Licensing Board (website: www.cslb.ca.gov).
 - All installations must be done in accordance with City of Lodi Standard Plans and Construction Specifications. City Standard Plans can be obtained at no cost from the City's website: <http://mapguide.lodi.gov/depts/pw/std/stdplans.html> or for \$20 at the Public Works Department. The Standard Construction Requirements are only available at the Public Works Department at a cost of \$20.
 - This construction will impact a public water supply source. Installation must comply with applicable health and safety codes (refer to the Standard Plans and Construction Specifications).
 - Property owner is responsible for all building permit fees (See Section 4) and for obtaining all required inspections.
 - The property owner assumes all risk for damage to the City's water system, including damage to existing isolation valve at the point of connection to the main or at existing Rich Box. The City may treat damages as emergency situations, and respond to repair such damages as required. Any work performed by the City will be billed to the property owner on a time and materials basis.
 - The property owner is responsible for all modifications to and restoration of existing landscaping on the property.
 - The property owner is responsible for obtaining a water meter from the City. Once the property owner obtains the meter, the property owner assumes responsibility for maintaining the meter in good condition through installation. Replacement meters will result in additional costs to the property owner.
 - Property owner is responsible for ensuring that Underground Service Alert (USA) is contacted prior to any excavation, as required by California law.

4 Cost of Meter Installation and Payment Options

4.1 Private Contracting for Meter Installation

- Property owners selecting this option for meter installation should contact a qualified construction contractor to obtain a price quote for the work. The property owner is responsible for all aspects of finding and contracting with its contractor. See Section 3 for contractor minimum qualifications and other requirements. Permit fees will be paid directly to the City, in accordance with the Payment Schedule shown below at the time of submitting permit application. Refer to Section 2 for help in identifying the existing meter installation type.
- Additional City costs associated with any damage or repairs required due to the property owner's contractor will be charged to the property owner based on the City of Lodi Public Works Department Fee and Service Charge Schedule attached at the end of this guide.

**Privately Contracted Meter Installation Option
Payment Schedule for Property Owners Not Prepaid**

Installation Type	Cost of Meter	Cost of Construction	Encroachment Permit Fee	Building Permit Fee
Standard meter box with no meter installed ⁽²⁾	\$200 ⁽²⁾	Contact a Contractor for Quote	\$78	Exempt
Non-standard meter box with no meter installed ⁽³⁾	\$450 ⁽²⁾	Contact a Contractor for Quote	\$78	Exempt
Rich Box in front yard, no other plumbing modifications	\$200 ⁽²⁾	Contact a Contractor for Quote	\$78	Exempt
Rich Box in front yard, service relocation or other plumbing modification	\$200 ⁽²⁾	Contact a Contractor for Quote	\$78	\$75
Rich Box in rear yard	\$200 ⁽²⁾	Contact a Contractor for Quote	\$78	\$75

Notes:

- Assumes no plumbing modifications are required to install meter.
- Purchase price of meter and radio transponder from City of Lodi will be based on actual purchase cost plus a fifteen percent handling fee.
- Non-standard items include box size, cover material, plumbing ready to accept standard meter, box condition, and vertical elevation change for piping.

4.2 City-Installed Meters

- Property owners who elect to have the City install their meter, or who own properties that are not eligible for Self Installation, will be billed in accordance with Payment Schedule shown below. Refer to Section 2 for help in identifying the existing meter installation type.

City of Lodi Water Meter ProgramPrivately Contracted Meter Installation Guide

**City Installed Meter Installation Option
Payment Schedule for Property Owners Not Prepaid**

Installation Type	Estimated Cost if Paid in Full (Single Payment in Full)	Estimated Cost if Paid in Monthly Installments (Monthly for 3 years)⁽⁴⁾
Standard meter box with no meter installed ⁽¹⁾	\$200 ⁽²⁾	\$6
Non-standard meter box with no meter installed ⁽³⁾	\$450 ⁽²⁾	\$14
Rich Box in front yard	\$1,200 ⁽²⁾	\$36
Rich Box in rear yard	\$1,200 ⁽²⁾	\$36

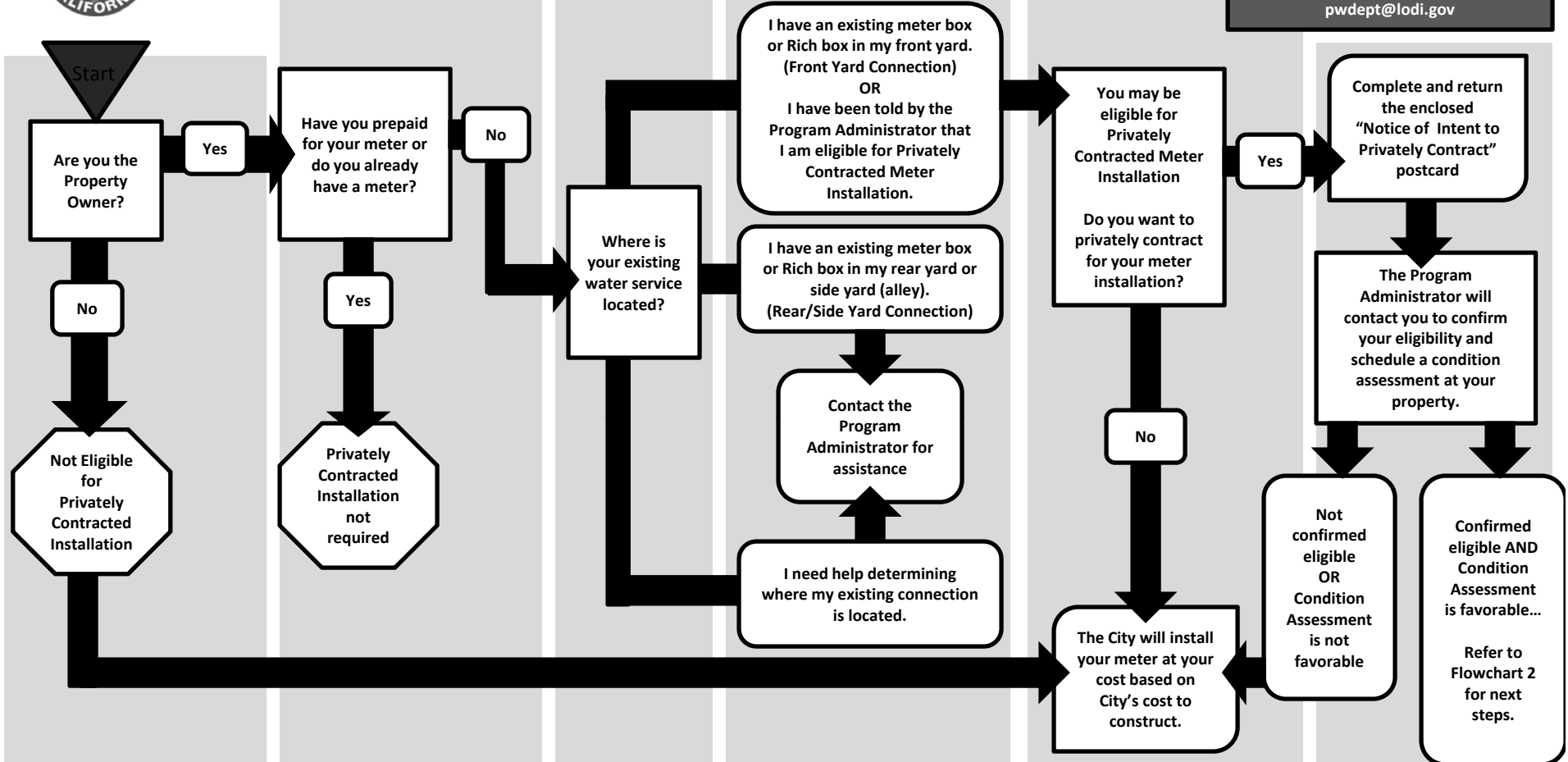
Notes:

1. Assumes no plumbing modifications are required to install meter.
 2. Purchase price of meter and radio transponder from City of Lodi based on actual purchase cost plus a fifteen percent handling fee.
 3. Non-standard items include box size, cover material, plumbing ready to accept standard meter, box condition, and vertical elevation change for piping.
 4. Monthly meter payment calculated based on 4% interest per year and 36 equal installments.
- For the City-installed meter option, property owners can elect a one-time payment, in full, prior to construction or may elect to pay in monthly installments over a 3 year period. The City will contact you in the future to determine which payment plan is desired. The extended payment plan is subject to change.



Flow Chart 1: Eligibility Chart Privately Contracted Meter Installation (Single Family Residences)

Questions?
Contact the Program Administrator
Tom Dugan at (209) 333-6706
pwddept@lodi.gov

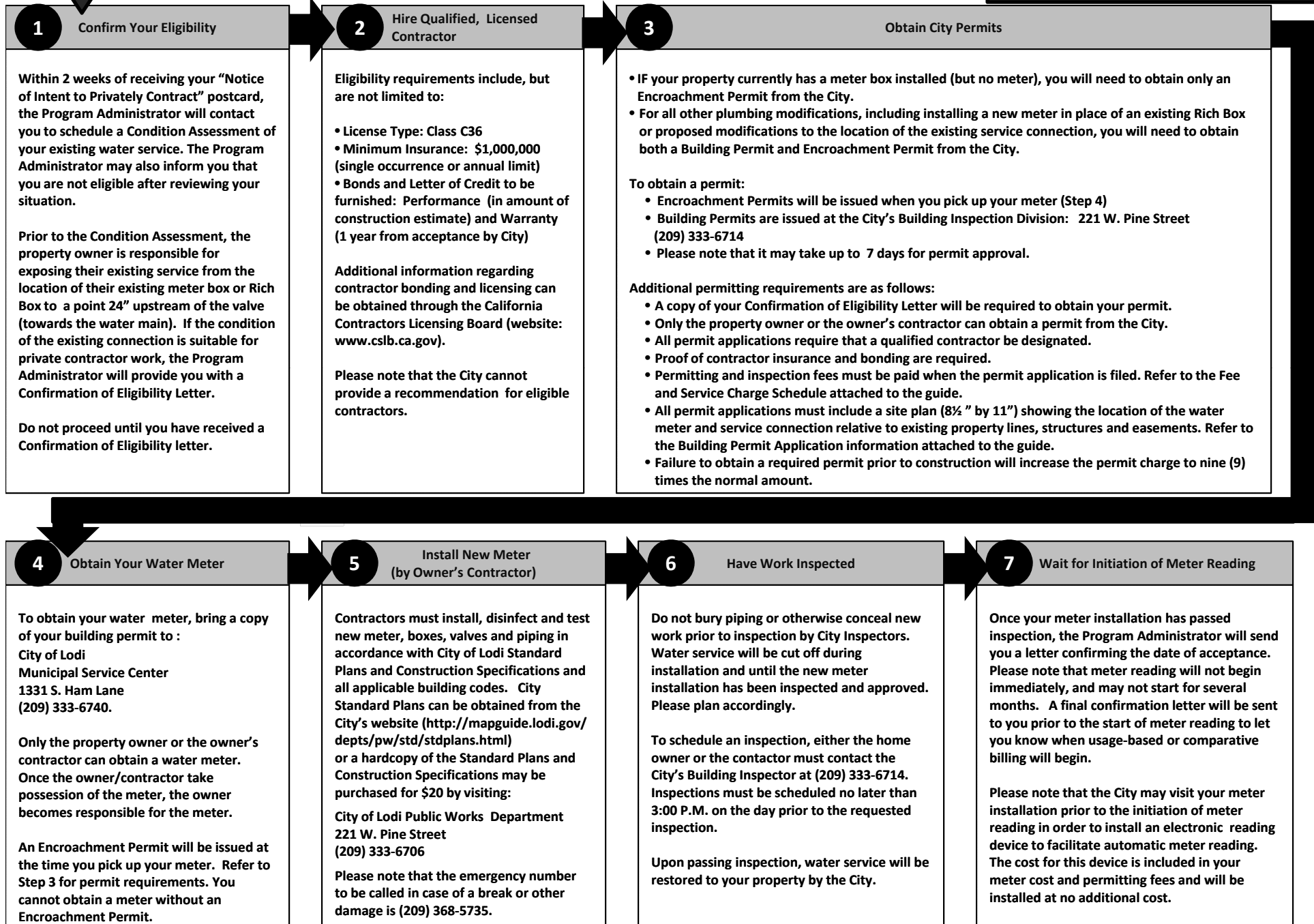


Additional Information	Additional Information	Additional Information	Additional Information	Additional Information	Additional Information
Only the property owner can elect Privately Contracted Meter Installation option.	If you already have a meter, you do not need to do anything at this time. If you have prepaid for a meter, the City will install a meter for you at no additional charge. You do not need to do anything at this time.	Refer to Section 2 of the guide for help in locating your existing connection.	Some, but not all, rear-yard and side yard connections will be eligible for private meter installation. This depends on the water main serving your property. Please contact the Program Administrator if you have a rear or side yard connection and wish to pursue privately contracting for installation.	Be sure you understand all of the requirements and responsibilities of the private contracting option prior to making this decision. If the City will install your meter, the City will contact you regarding payment options at a later date. You do not need to do anything at this time.	If you choose to pursue private contracting for meter installation, the Program Administrator will confirm your eligibility after receiving your Notice Of Intent and schedule a Condition Assessment to determine if your existing connection can be worked on by a private contractor.

Start

Flow Chart No. 2: Privately Contracted Meter Installation Process

Program Administrator
Tom Dugan at (209) 333-6706
pwdept@lodi.gov



Attachments

1. Encroachment Permit Application and General Provisions
2. Building Permit Application
3. Water Meter Installation Standard Details and Specifications
4. Minimum Private Contract insurance Requirements
5. City of Lodi Public Works Department Fee and Service Charge Schedule
6. Warranty Security Letter of Credit Form
7. *Notice of Intent to Privately Contract* Postcard

Attachment 1 – Encroachment Permit Application and General Provisions



City of Lodi

Public Works Department

Encroachment Permit Application (Construction)

Permission is requested to encroach on the City of Lodi's Right of Way as follows: (Complete all items. Use NA, if not applicable. Application is not complete until all required attachments are included.)

1. **Permit Address or Street Name** _____
2. **Cross Street** (Distance and direction from site) _____
3. **Applicant**
Name _____ Address _____ City _____ State _____ Zip _____ Phone No. _____
4. **Contractor**
Name _____ Address _____ City _____ State _____ Zip _____
Office Phone No. _____ Cellular Phone No. _____ License No. _____
5. **Estimated Start Date** _____ **Estimated Completion Date** _____
6. **Estimated Cost in City Right-of-Way** (Excluding material costs) _____
7. **Work Description** (Fully describe work within City's Right-of-Way, including any street or lane closures. Attach separate sheet if necessary. Attach complete plans, specifications, calculations, maps, etc., where applicable.):

8. **Additional Information** (Check one or more of the following):

- ☐ **Sidewalk Replacement/ Installation:** Length _____ Lineal feet Sidewalk Width _____ feet (Excluding curb)
- ☐ **Driveway Replacement/ Installation** (Check one):
- ☐ Residential Width _____ Lineal feet
- ☐ Commercial Width _____ Lineal feet
- Gutter Type** (Check one if applicable):
- ☐ Square (15" gutter) ☐ Vertical (24" gutter)
- ☐ Rolled ☐ Driveway ☐ Other _____
- ☐ **Utility Work**
- ☐ **Excavation** ☐ **Directional Boring** ☐ **Other** _____
- Max. Depth _____ Avg. Depth _____ Avg. Width _____ Length _____
- Surface Type _____ **Conduit:** Type _____ Diameter _____
- ☐ **Other** (Describe): _____

The undersigned agrees to indemnify and save the City of Lodi free and harmless from any liability in accordance with the provisions of Lodi Municipal Code (LMC) Sec. 12.04.040. Permittee is specifically aware of LMC Sec. 12.04.290 thereof relating to the relocation or removal of said encroachment if future construction requires such relocation. Permit void if work not started within 6 months of permit date. The undersigned agrees and understands that a permit can be denied or a bond required for non-payment of prior or present permit fees, that the work will be done in accordance with City of Lodi rules and regulations subject to inspection and approval. Permit application fees are non-refundable. If the work for which this permit has been issued has not been completed within 6 months of permit date, the City of Lodi shall have the right to complete the work, and to file a Cause of Action to recoup the City's expenses in completing the work and for all other costs and fees in accordance with the provisions of the Lodi Municipal Code Section 12.04.120.

DATE _____ SIGNED _____

OFFICE USE ONLY		PERMIT STATUS:
PERMIT NO. _____	<input type="checkbox"/> PENDING <input type="checkbox"/> FINAL	FEE: _____
DATE & TIME RECEIVED _____	<input type="checkbox"/> DENIED/WITHDRAWN	Minimum amount (Balance to be collected at permit issuance)
		TOTAL FEE: _____

CITY OF LODI ENCROACHMENT PERMIT

GENERAL PROVISIONS

1. **REVOCATION:** This permit issued by the City of Lodi shall be revocable upon any violation of the provisions as hereinafter provided.
2. **ACCEPTANCE OF PROVISIONS:** It is understood and agreed by the Permittee that performance of any work under this permit shall constitute an acceptance of the General Provisions.
3. **KEEP PERMIT ON THE JOBSITE:** This permit, or copy thereof, shall be kept on the jobsite and must be shown to any representative of the Public Works Department, or any law enforcement officer of the City of Lodi on demand.
4. **PERMITS FROM OTHER AGENCIES:** The party or parties to whom this permit is issued shall, whenever the same is required by law, secure the written order and consent to do any work under an Encroachment Permit from CALTRANS. All work performed within paved areas, traveled ways or improved shoulders of said State Highways shall conform to the current Standard Specifications of CALTRANS. Any permit shall not be valid until such order and consent is obtained.
5. **NOTIFICATION TO OTHER AGENCIES:** No excavation shall be done until all utility agencies have been notified and have been given the opportunity to mark their facilities in the field. Notification shall be given to USA at (800) 227-2600, 48 hours prior to starting work.
6. **MINIMUM INTERFERENCE WITH AND PROTECTION OF TRAFFIC:** All work shall be planned and carried out so that there shall be the least possible inconvenience to the traveling public. Permittee is authorized to place flaggers to stop and warn or direct traffic, but traffic shall not be unreasonably delayed. One-way traffic shall be maintained at all times unless otherwise stated on this permit. Adequate provisions shall be made for the protection of the traveling public. Placing of lights, barricades, warning signs, other safety devices and other measures required for the public safety shall be the responsibility of Permittee.
7. **STORAGE OF MATERIALS:** No material shall be stored on any public street, alley, or sidewalk unless approved by the Public Works Director. Any excess earth materials from trenching or other operations shall be removed from the pavement, traveled way, or shoulders as the trench is backfilled or other work carried forward.
8. **STANDARDS OF CONSTRUCTION:** All work shall conform to City of Lodi Construction Specifications, Design Standards, and Standard Plans.
9. **CARE OF DRAINAGE:** If the work herein contemplated interferes with the established drainage, provisions shall be made by Permittee to provide adequate drainage as may be directed by the Public Works Director or his representative.
10. **REPAIRS:** Permittee shall be responsible for restoring to its former condition any portion of the street, sidewalk area or other encroachment which has been excavated or otherwise disturbed by Permittee. Permittee shall be responsible for said work for a period of one year after completion and acceptance of the work by the Public Works Director or his representative.
11. **MAINTENANCE:** Permittee agrees by acceptance of a permit to exercise reasonable care to maintain properly any encroachment placed in the street or sidewalk area, and to exercise reasonable care in inspecting for and preventing any injury to any portion of the street or sidewalk area resulting from the encroachment.
12. **CLEANUP OF JOBSITE:** Upon completion of work, the jobsite shall be restored to a condition of order and cleanliness.
13. **INSPECTION:** A minimum of twenty-four (24) hours notice shall be required for inspection prior to the placing of any backfill, connection to any existing facility, or the placement of any concrete or paving work.
14. **APPROVAL:** All work shall be subject to approval by the Public Works Director or his representative.
15. **DUST CONTROL:** Dirt, dust, and mud are to be controlled by Permittee or City has the right to do the work and bill Owner.
16. **TRENCHING, BACKFILL AND RESURFACING:** All trenching and backfill shall conform to City of Lodi Standard Plans and Specifications. Resurfacing of streets shall be as required by the Public Works Director. Streets shall be resurfaced in kind or with 3-inch asphaltic concrete, whichever is greater. Upon request by the City any settlement, sagging of surface, or cracking of pavement shall be repaired immediately by and at the sole expense of the Permittee for a period of one year following the acceptance by the City.
17. **PORTLAND CEMENT CURBS, GUTTERS, SIDEWALKS AND DRIVEWAYS:** Existing concrete work shall be removed to the nearest score mark or construction joint. Sidewalk and/or curb and gutter shall be cut cleanly and removed for the entire width. All concrete curb, gutter, sidewalk, and/or driveways shall be replaced or constructed to conform to City of Lodi Standard Plans. All concrete work shall be scored and made to conform to adjacent existing concrete work unless otherwise directed by the Public Works Director.
18. **LATERAL STREET CUTS:** A street cut of 30" by 30" may be made for connection to any mainline. Connecting pipe may be required to be jacked completely under the street paving, curb and/or gutter and sidewalk. The street cut shall be backfilled and repaved in conformance with the City's Standards.
19. **LANDSCAPED AREA INSTALLATIONS:** Where utilities are to be placed in the parking strip adjacent to the curb and/or sidewalk, Permittee shall take all necessary precautions to protect the existing curb and/or sidewalk and landscaping and shall replace same at its sole expense if damaged. No excavated material or other obstructions shall be placed on the curb and/or sidewalk location or in the gutter.
20. **TIME ELAPSED PRIOR TO TEMPORARY AND PERMANENT REPAVING:** Temporary or permanent surfacing shall be installed on the same or next working day after the backfilling has been completed or when directed by the Public Works.
21. **FRIDAY WORK:** No work shall be started on any Friday of any week if the work to be done under said permit is of such nature as to cause pedestrian or vehicular traffic interruption over the weekend if not completed.

Attachment 2 – Building Permit Application



COMMUNITY DEVELOPMENT DEPARTMENT
Building Inspection Division
221 West Pine St./PO Box 3006, Lodi, CA 95241-1910
(209) 333-6714

CONSTRUCTION PERMIT APPLICATION

#1 IDENTIFY YOUR BUILDING PROJECT Application Number: _____ Intake Person (office use only) _____

APN: _____ Job Address: _____ Suite or Space #: _____

This permit is to be issued in the name of the () Licensed Contractor or () the Property Owner as the permit holder of record who will be responsible and liable for the construction.

Property Owner Information: Name _____ Tel No _____

Mailing Address _____

Project Manager: _____ **Phone** _____

Project Type: _____ Commercial _____ Residential **Permit Type(s):** _____ BLDG _____ MECH _____ PLUMB _____ ELEC

Scope of Work: _____

Valuation: \$ _____ Const. Type: _____ Occupancy: _____

Is Bldg. Sprinklered? Yes No Is Bldg. Conditioned? Yes No Existing/Proposed Well or Septic? Yes No

Existing Use: _____ Proposed Use: _____ # of Stories: _____ # of Units: _____

Comm. Sq. Ftg.: Office: _____ Retail: _____ Warehouse: _____ Other: _____

Res. Sq. Ftg.: Total Sq. Ftg. _____ Dwelling: _____ Gar: _____ # of cars _____ Patio/Porch: _____ Deck: _____

(Production Homes Only) Master Plan #: Lic.# _____ Plan #: _____ Suffix: _____

Designer, Architect or Engineer Information: Name _____ Ph # _____ License No. _____

#2 IDENTIFY WHO WILL PERFORM THE WORK (Complete either 2a or 2b)

2a – CALIFORNIA LICENSED CONTRACTORS DECLARATION

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Contractor Name and Address: _____

License Number and Class: _____ **Contractor Signature** _____

2b – OWNER-BUILDER'S DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

() I, as owner of the property, or my employees with wages as their sole compensation, will do () all of or () portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.).

() I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors' State License Law.).

() I am exempt from licensure under the Contractors' State License Law for the following reason:

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: <http://www.leginfo.ca.gov/calaw.html>.

Property Owner or Authorized Agent signature _____ Date _____

#3 IDENTIFY WORKERS' COMPENSTATION COVERAGE AND LENDING AGENCY

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

() I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. Policy No. _____

() I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier _____ Policy No _____ Expiration Date _____

Name of Agent _____ Tel No _____

() I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

DECLARATION REGARDING CONSTRUCTION LENDING AGENCY

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097, Civil Code).

Lender's Name and Address _____

#4 DECLARATION BY CONSTRUCTION PERMIT APPLICANT

By my signature below, I certify to each of the following:

I am () a California licensed contractor or () the property owner* or () authorized to act on the property owner's behalf**.

I have read this construction permit application and the information I have provided is correct.

I agree to comply with all applicable city and county ordinances and state laws relating to building construction.

I authorize representatives of this city or county to enter the above-identified property for inspection purposes.

**requires separate verification form*

California Licensed Contractor, Property Owner* or Authorized Agent**:

***requires separate authorization form*

Signature _____ Date _____



COMMUNITY DEVELOPMENT DEPARTMENT
Building & Safety Inspection Division
221 West Pine St./PO Box 3006, Lodi, CA 95241-1910
(209) 333-6714

Site Plan Sample

Policy and Procedure B

February 2005

Site Plan Requirements

When do I Need to Submit a Site Plan?

A site plan is required when exterior work is proposed on a residential property. Typical work requiring the submittal of a site plan includes:

- Room additions, garage and carports additions
- Decks, patio enclosures, exterior covers and sheds
- Garage conversions
- Swimming pools and spas
- *When installing new exterior windows/doors
- * Fences, retaining walls
- Site work involving installation of underground electrical and gas lines

* (Note: Only when a building permit is required)

Information on Site Plan

A site plan is an accurate, scaled drawing or map of a piece of property showing its size, shape and the precise location of man-made features (buildings, structures and driveways) on the property. The site plan allows the property owner, the builder and the building inspector to verify the true location of any proposed structure(s); further, the site plan allows the plan check staff to ascertain any proposed new work is located within the setback dimensions according to the adopted codes.

Plan Submittal for Construction

Quantity

Seven (7) site plans are typically required along with any accompanying drawings (floor plan, foundation, framing plan, etc.).

Size

At least two of the site plans shall be a minimum of 18" x 24" but no larger than 24" x 36", drawn to scale, fully dimensioned, clear and legible. When the proposed work

only involves electrical, plumbing or mechanical work, seven (7) 8 1/2" x 11" site plans are required.

Check List

The checklist below is a guide to assist homeowners and designers verify the required information is included on the site plan. Please be aware that plans lacking any of these items may delay the plan check review process.

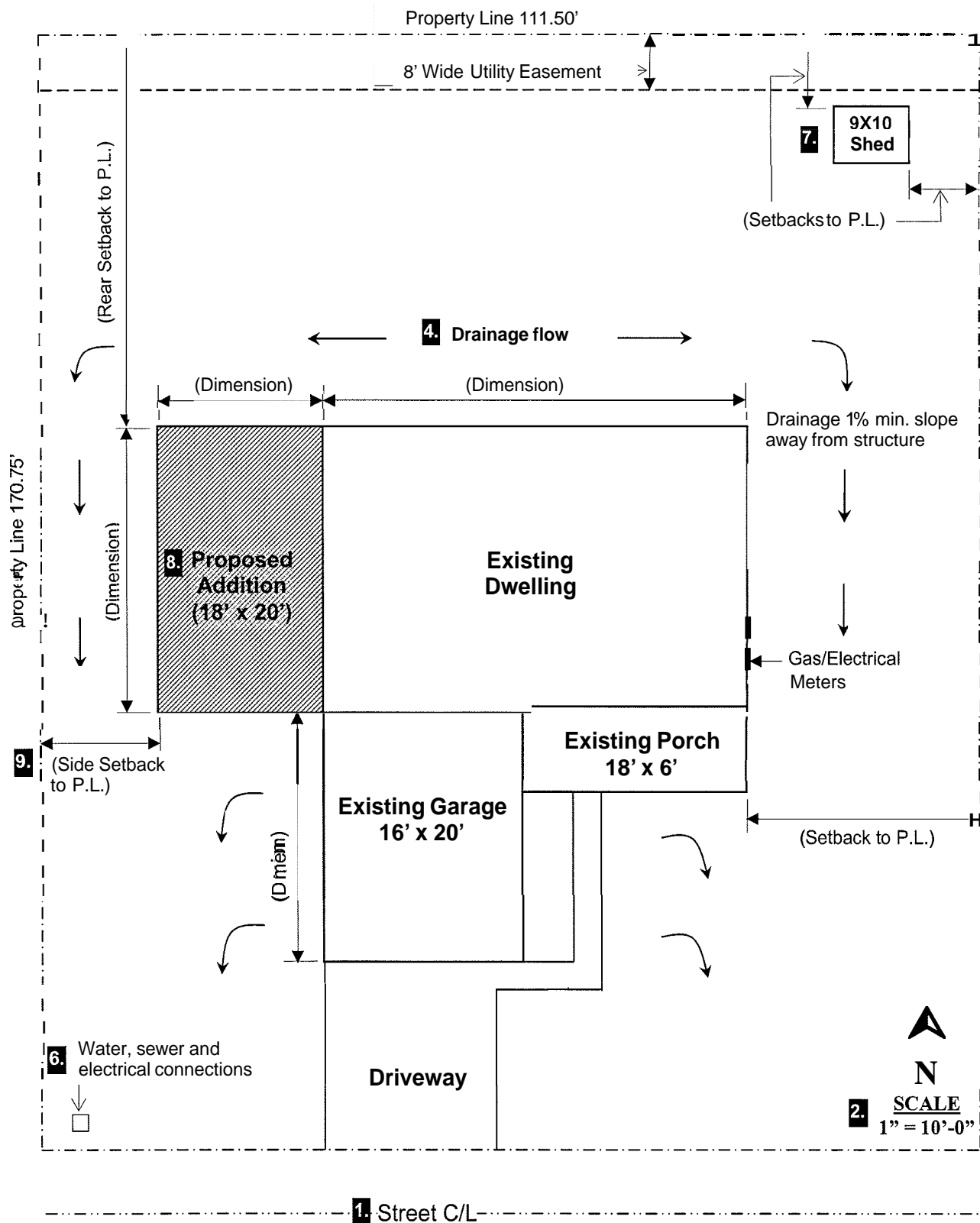
1. Street name, driveway, sidewalk, landscaping
2. Drawing scale, north arrow
3. Lot dimensions, property lines
4. Lot drainage flow arrows (call out slope 1% min. away from structure), grading, swales
5. Easements, utilities
6. On-site water system (septic or well systems, if any)
7. Label and locate existing buildings and other physical structures
8. Label and locate proposed additions, retaining walls and other physical structures
9. Setback distances to property lines, easements and distances to other structures
10. Name and signature of designer

A sample illustration is included on the next page listing a similar numbering system.

Questions?

Specific information regarding the location of property lines, easements, etc., may be requested at Public Works or the Building Safety & Inspection office located at:

Address: 221 West Pine Street
Phone: (209) 333-6714
Hours: Monday through Friday
8 am - 5 pm



SITE PLAN (Sample Only)

Property Owner's Name
 Property Address and Phone No.
 A.P.N. (Assessor Parcel Number)
 Scope of Work
 10. Designer's Name & Signature
 Site Area and Lot Coverage



BUILDING FEES COLLECTED AT PERMIT ISSUANCE

CITY OF LODI, COMMUNITY DEVELOPMENT DEPARTMENT, 221 W. PINE ST , LODI, CA 95240

PHONE: (209) 333-6714 FAX: (209) 333-6842

BUILDING PERMIT FEES EFFECTIVE JULY 1, 2009

Building Permit Fee	Table 1A (page 3)
Building Plan Check Fee	60% of building permit fee Table 1A
Plumbing	Miscellaneous Table 1-1 (page 5)
Electrical	Miscellaneous Table 3-A (page 7)
Mechanical	Miscellaneous Table 1-A (page 9)
Disabled Access	10% of building permit fee
Energy	10% residential and 10% non-residential
Plan Maintenance	10% of building permit fee (non-residential only.)
Strong Motion Inst. Fee	Valuation x 0.0001
Fire Inspection	25% of building permit fee
Fire Plan Check	25% of building plan review fee

PLUMBING PERMIT FEES

TABLE NO. 1-1

For issuing each permit	\$68.00
In addition:	
1. For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping and backflow protection therefore)	\$5.00
2. For each building sewer	\$10.00
3. Solar heaters	\$15.00
4. Rainwater systems-per drain	\$5.00
5. For each fire hydrant (first one) (each additional)	\$170.00 \$45.00
6. For each private sewage disposal system	\$25.00
7. For each heater and/or vent	\$5.00
8. For each gas piping system of one (1) to five (5) outlets	\$7.00
9. For each gas piping system of six (6) or more, per outlet	\$2.00
10. For each industrial waste pre-treatment interceptor, including its trap and vent, except kitchen-type grease interceptors functioning as fixtures traps	\$30.00
11. For installation, alteration or repair of water piping and/or water treating equipment	\$7.00
12. For repair or alteration of drainage or vent piping	\$7.00
13. For each lawn sprinkler system on any one meter, including backflow protection devices therefore	\$7.00
14. For vacuum breakers or backflow protective devices on tanks, vats, etc. or floor installation on plumbing fixtures including necessary water piping: One (1) to five (5) Over five (5), each	\$7.00 \$1.50
15. Gasoline storage tanks	\$30.00
17. Fire sprinkler systems shall be based on value charged according to the fee schedule of Section 15.04.030 of the Code of the City of Lodi	
18. Gas piping pressure test (PG&E)	\$15.00
OTHER INSPECTION FEES AND REFUNDS:	
1. Inspections outside of normal business hours (Minimum charge-3 hours)	\$203.00 per hour

2. Reinspection fee	\$135.00
3. Inspections for which no fee is specifically indicated	\$135.00 per hour
4. Additional plan review required by the Building Official (Minimum charge - one-half hour)	\$135.00 per hour
5. Refunds on all permits shall be subject to a \$35.00 administrative processing fee.	\$35.00

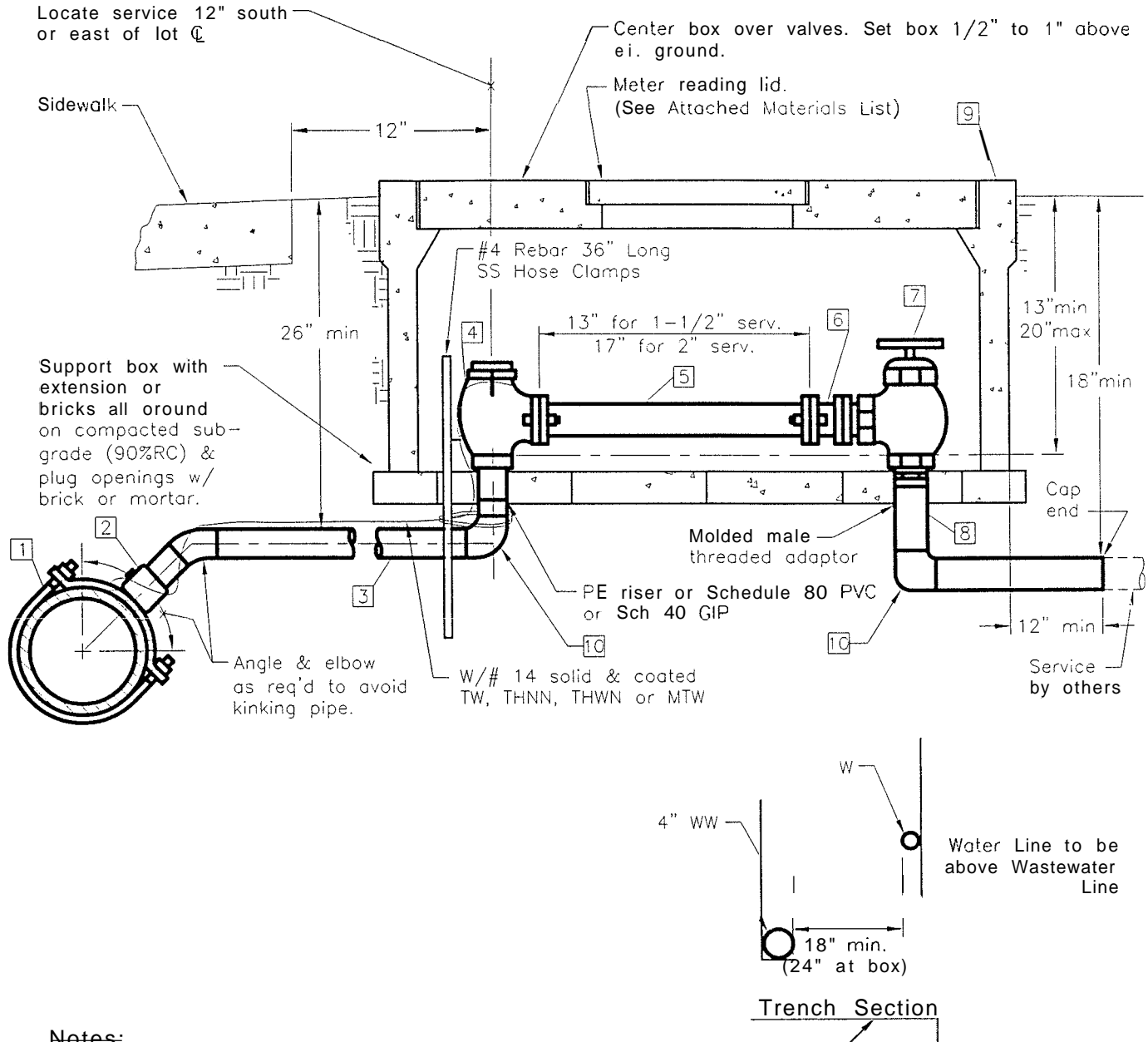
Attachment 3 – Water Meter Installation Standard Details and Specifications



CITY OF LODI

PUBLIC WORKS DEPARTMENT

1-1/2" & 2" Water Service



Notes:

1. Maintain 24" clearance between tap and any coupling, fitting or adjacent tap. Plastic services shall be installed with slack in the line. If the service is installed in the same trench as sanitary service, the water service shall be installed without splices and the trench section shown applies:
2. S.S. liners required on PE pipe fittings
3. Backfill shall conform to Std Plan 501

Sheet 1 of 4

Dr.	No.	Date	Revision	Appr.	Approved By:	STD PLAN
KT	1	9/03	ADDED END CAP			
WS	2	2/04	REVISED PAGE 4			
	3	2/05	REVERSED TRENCH SECTION			
Date						

12/00

2/2/05

R.C.E. 39895

412



CITY OF LODI

PUBLIC WORKS DEPARTMENT

1-1/2" & 2" Water Service Materials List

Fitting (a)	Size	Basic Feature	Inlet Connection	Outlet Connection	Manufacturer's Nos.
Saddles [1]	1-1/2" & 2"	For C1-AC & Ductile Iron Pipe Ductile Iron Double Strap Saddle No Single Strap Saddles		IPT	Rockwell 313 Apac 102 Other manufacturers with similar designs o.k.
Saddles	1-1/2" & 2"	For C900 Pipe		IPT	Romac 101S Mueller H1349 with 1P thread
Corp. Stop [2]	1-1/2"	Oriseal or Ball Valve	Saddle IPT 1-1/2" 1-1/2" IPT	1-1/2" PJ CTS	All PJ must have inserts 1-1/2" J1935 with insert J2805 1-1/2" FBI100 with insert 54 1-1/2" Mueller H15023 with insert 506139
Corp. Stop	1-1/2"	Oriseal or Ball valve	1-1/2" Saddle IPT 1-1/2" IPT	1-1/2" IPT	All PJ must have inserts 1-1/2" FB500 with C14-66 FIF CTS PJ adapter with Insert 1-1/2" J1943, J2607 FIPT Ada; CTS with Insert 1-1/2" Mueller H9969 with H15 CTS Adapter with Insert 506139
Corp. Stop	2"	Oriseal or Ball Valve	2" Saddle IPT 2" IPT	2" PJ CTS	All PJ must have inserts 2" J1935 with insert J2805 2" FBI 100 with insert 55 2" Mueller H15023 with insert 506141
Corp. Stop	2"	Oriseal or Ball Valve	2" IPT	2" IPT	All PJ must have inserts 2" FB 500 with C14-77 IPT CT Adapter with Insert 2" J1943 with J2607 with Inser 2" Mueller 9969 with H15451 C Adapter with insert 506141

Sheet 2 of 4

Dr. KT	No.	Date	Revision	Appr.	Approved By:	STD PLAN
Ch. WS	1	9/03	ADDED END CAP		<i>F. Wally Sandelin</i> F. Wally Sandelin City Engineer R.C.E. 39895	2/2/05 Date
	2	2/04	REVISED PAGE 4			
	3	2/05	REVISED PAGE 1			
Date 12/00						412



CITY OF LODI

PUBLIC WORKS DEPARTMENT

1-1/2" & 2" Water Service Materials List

Fitting (a)	Size	Basic Feature	Inlet Connection	Outlet Connection	Manufacturer's Nos
Service Pipe <input checked="" type="checkbox"/>	1-1/2" & 2"				C.T.S. PE 3408 200 PSI SDR9 ASTM D-2737 Sch 80 PVC with trace wire, or Sch 40 GIP
Angle Stop <input checked="" type="checkbox"/>	1-1/2" & 2"	Ground Key or Ball Valve with Lockwing	PJ CTS	1-1/2" & 2" 2 hole meter flange	1-1/2" Ford FV 43-666W with Insert 2" Ford FV 43-777W with Insert J4205 with Insert 2" x 1-1/2" Mueller HI4277 with Insert
Spacer <input checked="" type="checkbox"/>	1-1/2" & 2"	Bronze or Brass flanges meter x FIPT with Sch. 80 PVC Spacer 13" long for 1-1/2" Service 17" long for 2" Service	2 Hole Flg x FIPT	2 Hole Flg x FIPT	J129 1-1/2" Ford #6F Flg 2" Ford #7F Flg 2x16 Sch. 80 PVC IPT
Coupling <input checked="" type="checkbox"/>	1-1/2" & 2"	Flanged meter coupling adapter Malleable Iron	2 Hole Flg without ring	Compression coupling to fit 2" or 1-1/2" Sch. 80 Nipple	Rockwell 926 Meter Coupling with 4" Sch. 80 Nipple IPT x plan End
Customer Valve <input checked="" type="checkbox"/>	1-1/2" 2"	Brass or bronze Angle Globe Valve with Handwheel All valves must have brass handle	IPT	IPT	Nibco T-311-Y Stockhom 6-216 Mueller 8130
Customer Stub <input type="checkbox"/>	1-1/2" & 2"				IPS PVC Schedule 40 per Uniform Plumbing Code. (Same size as service pipe)

Sheet 3 of 4

Dr. KT	No.	Date	Revision	Appr.	Approved By:	STD PLAN
	1	9/03	ADDED END CAP		<i>F. Wally Sangelin</i> F. Wally Sangelin City Engineer R.C.E. 39895	412
Ch. WS	2	2/04	REVISED PAGE 4			
Date 12/00	3	2/05	REVISED PAGE 1			
					2/2/05 Date	



CITY OF LODI

PUBLIC WORKS DEPARTMENT

I-1/2" & 2" Water Service Materials List

Fitting (a)	Size	Basic Feature	Inlet Connection	Outlet Connection	Manufacturer's Nos.
Service Box <input checked="" type="checkbox"/>	-1/2" 2"	All Lids to read Water Holes in Lids for touch read Probe will be required if a meter is to be installed All Lids to read Water Holes in Lids for touch read Probe will be required if a meter is to be installed			Christy B36 or Bes C36W Box Christy B36D or Bes D70 Lid (Flush Fit foot Traffic, Grass Areas) Christy FI36D (Foot Traffic, Gross Areas, Flush fit) Christy 836-51D 1/4" Steel Checker Plate (Driveways, Sidewalks) Christy B1730 Full Vehicular Traffic Box Christy B40 or Bes C40W Box Christy 840-61D of Bes 61D75 Lid 1/4" Steel Plate Christy B24x36 Full Vehicular Traffic Box
90° PJ Elbow			1-1/2" OR 2" PJ CTS	1-1/2" OR 2" PJ CTS	1-1/2" Ford L44-46 with Insert Jones 1-1/2" J2611 with Insert 2" Ford L44-77 1-1/2", 2" Mueller H-15526 with Insert
90° Elbow <input type="checkbox"/>			1-1/2" OR 2"	1-1/2" OR 2"	PVC

a. Alternate Fittings must be approved by the City Engineer

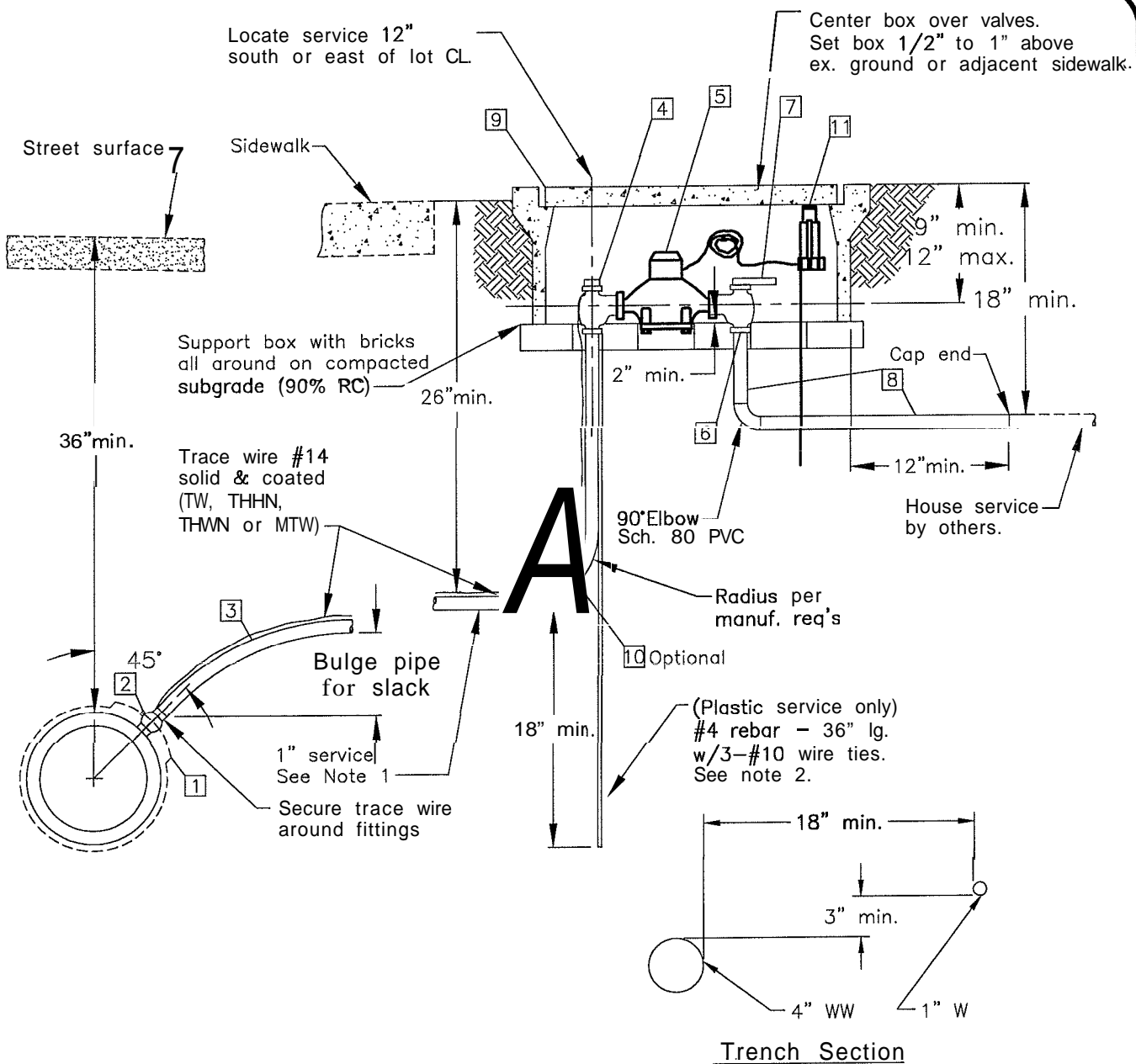
Dr. KT	No	Date	Revision	Appr.	Approved By:	STD PLAN
Ch. WS	1	9/03	ADDED END CAP		<i>F. Wally Sangelin</i>	412
	2	2/04	ADDED PVC 90 ELBOW		2/2/05	
	3	2/05	REVISED PAGE 1		Date	
Date 12/00					F. Wally Sangelin City Engineer RCE 39895	



CITY OF LODI

PUBLIC WORKS DEPARTMENT

1" WATER SERVICE
METERED
W/ 60W ERT



Notes:

1. Maintain 24" clearance between tap and any coupling, fitting or adjacent tap. Plastic services shall be looped approximately 6" vertically or laterally to provide slack in the line. If the service is installed in the same trench as the sanitary service, the water service shall be installed without splices and the trench section shown applies.
2. Backfill shall conform to Std. Plan 501.

Sheet 1 of 4

Dr.	KT	No.	Date	Revision	Appr.	Approved By:	STD PLAN
		2	2/05	REVERSED TRENCH SECTION			
Ch.	WS	3	10/05	ADDED METER & ERT			
Date		4	7/09	CHANGED CUSTOMER VALVE			

F. Wally Sanzari
City Engineer
7/15/09

403



CITY OF LODI

PUBLIC WORKS DEPARTMENT

1" WATER SERVICE METERED MATERIAL LIST

Fitting (a.)	Size	Basic Feature	Inlet Connection	Outlet Connection	Manufacturer's Nos.
Saddles [1]	1"	For C1-AC & Ductile Iron Pipe Ductile Iron Double Strap Saddle <u>No Single Strap Saddles</u>		IPT	Rockwell 313 Apac 102 Other manufacturers with similar designs o.k.
Saddles	1"	For C900 Pipe		IPT	Romac 101S Mueller H1349
Corp. Stop [2]	1"	Ground Key or ball valve	1" cc threads for C1 AC pipe	1" CTS PE Mueller Instatite	Mueller H-15006 or Mueller H-1500 with H15074 J1500 1" with H15074 1" F600 Ford with H15074
Corp. Stop	1"	Ground Key or ball valve	Saddle C1 AC C-900 Pipe 1" IPT	1" PJ for PE CTS	All PJ must have inserts 1" Ford FB1100 with Ins. #52 1" J-3403 with Insert J2805 1" Mueller H15028 with insert H504385 1" FB500 with C14-44 adapter with insert J41 with J2607 adapter with insert
Corp. Stop	1"	Ground Key or ball valve	1" cc threads C1 and AC Pipe	1" PJ for PE CTS	Mueller H15008 with insert H504385 Ford FB1000 with Ins. #52 J3401 with insert J2805
Service Pipe [3]	1"				C.T.S. PE 3408 CL. 160 with Trace Wire
Angle stop [4]	1"	Ground Key or Ball Valve with Lockwing	1" PE CTS Mueller Instatite	1" Straight Thread Swivel Nut	Mueller H14267
Angle stop	1"	Ground Key or Ball Valve with Lockwing	1" PE CTS Compression	1" Straight Thread Swivel Nut	Mueller H14258 with Insert H504385

Sheet 2 of 4

Dr. KT	No.	Date	Revision	Appr.	Approved By:	STD PLAN
	2	2/05	REVISED PAGE 1			
Ch. WS	3	10/05	ADDED METER & ERT			
Date	4	7/09	CHANGED CUSTOMER VALVE		<i>[Signature]</i> F. J. [Name] City Engineer 7/15/09	403



CITY OF LODI

PUBLIC WORKS DEPARTMENT

1" WATER SERVICE METERED MATERIALS LIST

Fitting (a.)	Size	Basic Feature	Inlet Connection	Outlet Connection	Manufacturer's Nos.
Angle stop	1"	Ground Key or Ball Valve with Lockwing	1" PE CTS PJ	1" Straight Thread Swivel Nut	J-4201 with Insert J2805 Ford KV 43-342W with Insert
Meter [5]	3/4"	bronze 9" long with Rubber Washer	3/4" IPT	3/4" IPT	3/4" x 9" bronze Meter
Male Adaptor [6]	1"	IPS PVC SCH. 80	1" IPT	1" Slip	IPS PVC Schedule 80 per Uniform Plumbing Code. (Same size as service pipe)
Customer Valve []	1"	Angle Meter Valve 360° Turn Option	1" IPT	1" IPT Meter Swivel	Mueller B-24265-3 Mueller Handle B-20298 Ford BA13-342WR Ford Handle HB34
Customer Stub [8]	1"	IPS PVC SCH. 80 Pipe	1" IPT	1" IPT	IPS PVC Schedule 80 per Uniform Plumbing Code. (Same size as service pipe)

Sheet 3 of 4

Dr. KT	No. 2	Date 2/05	Revision REVISED PAGE 1	Appr.	Approved By: <i>[Signature]</i>	STD PLAN
Ch. WS	3	10/05	ADDED METER & ERT		<i>[Signature]</i>	403
Date	4	7/09	CHANGED CUSTOMER VALVE		7/15/09 Date	

Attachment 4 – Minimum Private Contract insurance Requirements



City of Lodi
Lessee/Event Insurance Requirements

INSURANCE REQUIREMENTS FOR LESSEES (Including Facility Use, Special Events)

Lessee, Tenant, or Event Holder (herein Lessee) shall procure and maintain for the duration of the Lessee/Use Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the Lessee's operation and use of the leased premises. The cost of such insurance shall be borne by the Lessee. Lessee and Lessee's insurer shall agree to waive right of recovery against the City of Lodi (CITY).

A. Minimum Scope of Insurance: Coverage shall be at least as broad as:

1. Comprehensive or Commercial General Liability coverage, Insurance Services Office (no less than Occurrence form CG 0001).
2. Workers' Compensation insurance as required by the State of California and Employer's Liability insurance (for Lessees with employees).
3. Commercial (Business) Automobile Liability covering for "Any Auto".

B. Minimum Limits of Insurance: Lessee shall maintain limits not less than:

1. General Liability: \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury and property damage, including Contractual Liability and Fire Legal Liability (\$100,000). If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall apply separately to this project/location.
2. Workers Compensation: Statutory Limits, including Employers Liability not less than \$1,000,000 per occurrence (BI/disease).
3. Commercial Auto Liability: \$1,000,000 per occurrence, combined single limit, for Bodily Injury Liability and Property Damage Liability.

C. Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the CITY. At the option of the CITY, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the CITY, its officers, employees, representatives and volunteers; or the Lessee shall provide a financial guarantee satisfactory to the CITY guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Other Insurance Provisions: Each policy is to contain, or be endorsed to contain, the following provisions:

1. *"The City of Lodi, its elected and appointed boards, commissions, officers, agents, employees, and volunteers"* are to be covered as additional insureds with respect to liability arising out of operation, maintenance or use of that part of the premises leased to the lessee.
2. The Lessee's insurance coverage shall be primary insurance as respects *"The City of Lodi, its elected and appointed boards, commissions, officers, agents, employees, and volunteers"*. Minimum Limits of Insurance shall not serve to reduce the liability of the Lessee's insurer nor the lessee. Any insurance or self-insurance maintained by the CITY, its officers, employees, representatives or volunteers shall be excess of the Lessee's insurance and shall not contribute with it.

3. Policies shall waive right of recovery against the CITY.
4. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be contributory by the CITY, nor may it be canceled, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the CITY.
5. **For General Liability, Additional Insured form at least as broad as ISO form CG 20 11 11 85 (Modified) (sample attached) shall be used as the Additional Insured Endorsement.**
6. Certificates and Endorsements shall be sent to:
City of Lodi
ATTN: Risk Management
221 W. Pine St.
Lodi, CA 95240

E. Acceptability of Insurers: Insurance shall be placed with California Admitted insurers with a current A.M. Best's rating of no less than A: VII.

F. Verification of Coverage: Lessee shall furnish the CITY with original certificates and amendatory Additional Insured endorsements effecting coverage required by this Lease. The endorsements should be on forms provided by the CITY (sample attached) or if on other than the CITY's forms provided those endorsements or policies shall conform to ACCORD and ISO standards and requirements and the requirements of this agreement. All certificates and endorsements are to be received and approved by the CITY before occupancy occurs. The CITY reserves the right to be provided complete certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

G. Subcontractors, Sublessees, Vendors, Exhibitors: Lessee shall include all subcontractors, sublessees, vendors, and exhibitors as Insureds under its policies or if Lessee elects to rely upon insurance provided by subcontractors, sublessees, vendors and exhibitors (herein "sublessees"), Lessee shall require all sublessees to provide certificates of insurance and Additional Insured endorsements that satisfy all requirements listed in paragraphs A, B, C and D above. Sublessees shall provide said insurance evidence to Lessee, however upon CITY's request Lessee shall furnish separate certificates and additional insured endorsements for each sublessee to the CITY for review and approval.

Deviation from Requirements: Any requested deviations from the above Insurance Requirements must be submitted to the CITY Risk Manager, (209) 333-6704, Fax (209) 333-6816, at least six weeks in advance of the event for consideration.

Reproduction of Insurance Services Office, Inc. Form (Modified)

INSURER:

POLICY NUMBER:

ENDORSEMENT NUMBER:

THIS ENDORSEMENT CHANGES THE POLICY, PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

1. Designation of Premises (Part Leased to You):
2. Name of Person or Organization (Additional Insured): The City of Lodi, its elected and appointed boards, commissions, officers, agents, employees, and volunteers are Additional Insureds.
3. Additional Premium:

WHO IS INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:

1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
2. Structural alteration, new construction or demolition operations performed by or on behalf of the person or organization shown in the schedule.

Modifications to ISO form CG 20 11 11 85:

1. This insurance shall be primary as respects the City of Lodi (CITY) or if excess, shall stand in an unbroken chain of coverage excess of the Named Insured's scheduled underlying primary coverage. In either event, any other insurance maintained by the CITY shall be in excess of this insurance and shall not be called upon to contribute with it.
2. The insurance afforded by this policy shall not be canceled, changed, or modified except after thirty (30) day advance written notice has been given to the CITY. (10 days advance written notice for non-payment of premium).
3. The Insurer named above waives any right of recovery the Insurer may have against the CITY when the Insured has agreed to such waiver in writing prior to the loss.

Signature – Authorized Representative of Insurer

Name of Insurance Company

Attachment 5 – City of Lodi Public Works Department Fee and Service Charge Schedule



City of Lodi

Public Works Department

Fee and Service

Charge Schedule

Water

Add applicable Development Impact Mitigation Fees - See Page 5

Service Installation

Service Only w/o meter - 1"	\$ 2,940.00 *
1½"	\$ 3,840.00 *
2"	\$ 3,980.00 *
3" & over	per T&M estimate
Upgrade of existing service w/line replacement	
In street or alley w/o meter	80% of above
In easement w/o meter	66 ² / ₃ % of above
Upgrade of existing service w/o line replacement	
In street or alley w/o meter	66 ² / ₃ % of above
In easement w/o meter	50% of above
Dual Domestic Water Service ***	\$ 3,890.00

Reference: LMC §13.04.050

(installations requiring jacking or special construction per T&M estimate)

* If the same address is simultaneously installing both new water and wastewater services, charge 80% of these listed costs.

***Dual water service includes a 1.5" service line, one meter box to hold two 3/4" meters, meter prices not included.

Complete Service with meter - 1"	\$ 3,178.00
1½"	\$ 4,308.00
2"	\$ 4,608.00
3" & over	per T&M estimate
Meter install only - ¾"	\$ 370.00 **
1"	\$ 400.00 **
1½"	\$ 630.00 **
2"	\$ 790.00 **
Turbo, Compound, or 3" & over	per estimate
"TouchRead" or ERT install only	\$ 260.00
Disconnect/Abandon service:	
2" & under	\$ 1,100.00
over 2"	per T&M estimate

For service installed with downsized meter, charge will be adjusted.

(Example: 2" service w/1½" meter: \$3,980 + \$630 - \$160 = \$4,450)

Credit may be allowed for meter removed if less than 5 years old.

** Cost includes \$160 to set meter plus Admin

Typical Circumstances and Costs in Street or Alley

New 1" service with ¾" meter	\$ 3,150
Upgrade 1" Service line & box with ¾" meter	\$ 2,562
Upgrade 1" box with X" meter	\$ 2,170
Install X" meter in existing Suitable service	\$ 370

Bacterial Sampling Fee \$ 45.00 per sample

Service Charges (2)

(Water rates below effective 7/1/08 - 6/30/09)

Reference: Resolution No. 2008-68

	Total	Base	ISR (3)	PCE/TCE	
Residential Flat Rate (per month):					
Single Family Unit (one bedroom)	\$ 27.98	\$ 14.97	\$ 5.44	\$ 7.57	
(two bedrooms)	\$ 33.61	\$ 37.97	\$ 6.54	\$ 9.10	
(three bedrooms)	\$ 40.28	\$ 21.55	\$ 7.83	\$ 10.90	
(four bedrooms)	\$ 48.40	\$ 25.89	\$ 9.42	\$ 13.09	
(five bedrooms)	\$ 58.06	\$ 31.05	\$ 11.30	\$ 15.71	
(six bedrooms)	\$ 69.67	\$ 37.26	\$ 13.55	\$ 18.86	
(seven bedrooms)	\$ 83.58	\$ 44.70	\$ 16.26	\$ 22.62	
Multiple Family Unit (one bedroom)	\$ 24.02	\$ 12.85	\$ 4.67	\$ 6.50	
(two bedrooms)	\$ 28.81	\$ 15.40	\$ 5.61	\$ 7.80	
(three bedrooms)	\$ 34.57	\$ 18.48	\$ 6.73	\$ 9.36	+ 20% for ea. add'l. bedroom

Commercial/Industrial Flat Rate Existing accounts only. New accounts are metered

	Total	Base	ISR (3)	PCE/TCE	
Metered Rate	\$ 0.789	\$ 0.537	\$ 0.252	-	per 100 cu. ft. (approx. \$1.016 per 1,000 gal.)
Commodity Charge (1)					
(1) plus monthly meter charge:	\$25.64	\$ 15.71	-	\$ 9.93	5/8" meter
	\$ 28.17	\$ 17.27	-	\$ 10.90	¾" meter
	\$ 42.27	\$ 25.90	-	\$ 16.37	1" meter
	\$ 56.35	\$ 34.53	-	\$ 21.82	1½" meter
	\$ 70.45	\$ 43.17	-	\$ 27.28	2" meter
	\$ 98.63	\$ 60.45	-	\$ 38.18	3" meter
	\$ 126.80	\$ 77.70	-	\$ 49.10	4" meter
	\$ 183.16	\$ 112.24	-	\$ 70.92	6" meter
	\$ 239.48	\$ 146.80	-	\$ 92.68	8" meter
	\$ 295.83	\$ 181.35	-	\$ 114.48	10" meter

Construction Water Charges:

Water	\$ 0.789
6" Meter Deposit	\$ 5,000.00
Meter Rental (per day)	\$ 1.00
	\$ 2.50
	\$ 5.00
	\$10.00

Ref. PWD Policy W-7

per 100 cu. ft. (approx. \$1.055 per 1,000 gal.)

first 45 days
during days 46 through 60
during days 61 through 90
days over 90

(2) Outside of City Rates are 1.5 X the listed rates.

day count begins when meter is picked up at MSC

(3) ISR = Infrastructure Replacement Charge

day count ends when meter is returned to MSC

Attachment 6 – Warranty Security Letter of Credit Form

WHEREAS, the CITY OF LODI, a municipal corporation, hereinafter designated "City" and _____, hereinafter designated "Principal", have entered into an agreement whereby Principal agrees to furnish warranty security of at least 10% of the total cost of the public improvements as security for repair or replacement of defective work for 2 CALENDAR YEARS FROM THE DATE OF THE ACCEPTANCE OF THE PROJECT IMPROVEMENTS. The agreement, dated _____, and identified as "Warranty Security for the Public Improvement of _____", is hereby referred to and made a part hereof; and

WHEREAS, said Principal is required under the terms of said agreement to furnish a warranty security.

NOW, THEREFORE, the Principal and the undersigned _____, being a financial institution or corporate surety subject to regulation by the State of California or by the Federal Government, hereby pledges that monies to the extent of _____ - _____ DOLLARS (\$_____) lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, successors, executors and administrators, jointly and severally, firmly by these presents.

The undersigned further agree that upon written demand signed by the City Manager of City, the undersigned shall immediately pay said funds or such amount as shall be set forth in said demand to the Director of Finance of City to be used for payment of repair or replacement of defective work, materials, or labor thereon of any kind, or for amounts due under the Unemployment Insurance Act with respect to such work or labor.

The undersigned further agrees that this warranty security shall remain in place until such time as it receives written notice signed by the Public Works Director of City to the effect that said agreement has been fully performed by Principal.

Dated this _____ day of _____, 20__.

By: _____	_____
	Name of Bank
_____	_____
Title	Address

Dated at _____, _____, this _____ of _____, 20____.

By _____

City Attorney

Attachment 7 – Notice of Intent to Privately Contract Postcard



Notice of Intent to Privately Contract

City of Lodi – Water Meter Program

Please Print Legibly

Property Owner's Name (Print)

Property Assessor's Parcel Number (APN)

Property Address

Property Owner Contact Information

Mailing Address:

Street Address

City, State, Zip Code

Phone: _____

E-mail: _____

Please Specify Your Water Connection Type (Check One)

Have you located your existing water connection? (y/n) _____

Existing Rich Box ☐ Front Yard ☐

Existing Meter Box ☐ Backyard/Alley ☐

When do you anticipate beginning construction?

_____, 2010

Date

Acknowledgement of Responsibilities

(Please check the appropriate corresponding box below for each question)

- Has the property owner read the Privately Contracted Meter Installation guide and understood their responsibilities?
Yes ☐ No ☐
- Have you selected a qualified contractor to perform the construction? Yes ☐ No ☐
- Does the property owner understand that it could be responsible for any City costs associated with repairing damage caused by the owner's contractor? Yes ☐ No ☐

Signature

(Date)

The City of Lodi
**Public Works
Water Services**



Privately Contracted Water Meter
Installation Guide
December 16, 2009



Background

Assembly Bill 2572

- 2,866 homes affected constructed since 1992
- Metered water bills by January 1, 2011
- Meters now installed on all new services

Private Property Owner Installation Period

- Accelerate meter installation
- January 1, 2010 through December 31, 2010



Eligibility

- Property Owners Only
- Existing Service in Front Yard
- Existing Service in Rear Yard from Main 6 inches or larger
- Existing Service in Alley from Main 6 inches or larger



Estimated Meter Costs

Service Type	Number	Unit Cost	Cost (\$ million)
Pre-1979 needing service upgrade	10,058	\$1,200	\$12.1
1979 – 1992 meter ready services	2,669	\$450	\$1.2
1992 + “meter paid” services	624	\$200	\$0.1 (by City)
City-upgraded services	500	\$200	\$0.1
Total	13,851		\$13.5



Program Administrator

- Mr. Tom Dugan
- Phone: 209-333-6706 PW Administration
209-333-6800 x 2659 Direct
- Hours: Normal Business Hours
- Email: pwdept@lodi.gov



Overview of Requirements

- Licensed Contractor (C-36)
- Encroachment Permit (\$78)
- Building Permit (\$75)
- Insurance and 1-Year Warranty (Bond or Letter of Credit)
- Purchase Meter from City (\$190 incl. 15% handling)



Initiation of Meter Based Bill

- Will Not Begin Immediately
- Comparative billing information will be provided
- Meter based billing starts Nov. 2011



Questions?